

HR CARDS

Frequently Ask Questions

1. What is HR CARDS?

The HR CARDS Library is a storage place for standard position descriptions. The standardized PDs in HR CARDS are designed to cover common NIH work activities. These job descriptions have been reviewed and classified to ensure that they are accurate as to title, series, and grade. Standard PDs are useful tools that enable supervisors to document quickly many routine and recurring work assignments.

2. How do I Use HR CARDS?

PDs used verbatim from the HR CARDS Library do not need to be reviewed and classified. The evaluation statement, FLSA checklist and job analysis are also available.

3. How do I access HR CARDS?

From your browser type in the following URL: http://hrweb.psc.gov/pdlibrary_nih/

4. I am a HR Specialist and do not have my User ID and Password?

Send your request to HRSS Help Desk to obtain your user ID and password.

WiTS: <http://wits.od.nih.gov/>

5. How do I search for a PD?

There are many ways you can search for a PD. Once you are in the HR CARDS main page, you can use the "Search for the document" box to search for a specific PD by entering the PD Key number, PD Position Title, series, or a keyword. Please refer to the [HR CARDS User Guides](#) to get step-by-step help to search for a PD.

6. How do I know if a particular PD is in the HR CARDS?

The HR CARDS Project Team is continuously adding PDs and corresponding staffing and recruitment documents to the library. You may search for the occupational

series/grade in the HR CARDS “Search for the document” box to locate the desired PD. If your requested PD is not in the HR CARDS, send your request to HRSS via a WiTS ticket:

WiTS (OHR Only): <http://wits.od.nih.gov/>

Web Form (Non OHR): <https://intrahr.od.nih.gov/helpdeskform.htm>

7. How do I know how many series have been uploaded to the HR CARDS?

When you get to the home page of the HR CARDS, click on the “Clear Search Criteria” button, scroll to the bottom of the page and you will see the total number of PDs available in the HR CARDS. There is also a list of available series in our [HR CARDS webpage](#).

8. Where do I find the naming convention for the document in the HR CARDS as reference?

The naming convention can be found by clicking on the blue “Downloadable” link. The pop up message that allows you to open or save the document will include the document’s name. The naming convention for all documents in the HR CARDS library begins with “NIHSTRD...” and it is followed by the series, grade(s), and the document name. You can also obtain this information once you have opened the document under the Title on the top of the page and/or the footer at the bottom of each page.

9. What is a Career Ladder “CL” PD?

A "Career Ladder" document contains a standard career ladder with multiple Position Descriptions (one at each grade level in the career ladder). The position descriptions contained within Career Ladder documents are intended to be used together, not as stand-alone position descriptions. Please scroll through the downloaded document to view all grade levels in the career ladder document and choose the desired grade. File names for "Career Ladder" documents end in "CL."

10. What is a Stand Alone “SA” PD?

A "Stand Alone" document contains a standard Position Description at one grade only. File names for "Stand Alone" positions end in "SA."

11. Can I use a PD that is a part of a career ladder as a “stand alone” PD?

The document that contains all PDs in a Career ladder is intended to be used together.

12. What if I am not able to find the PD I am looking for?

If you have searched under the occupational series and/or Classification Title and still not able to find desired PD, it is very likely that the PD has not been uploaded. You may want to contact the HRSS with your information.

WiTS (OHR Only): <http://wits.od.nih.gov/>

Web Form (Non OHR): <https://intrahr.od.nih.gov/helpdeskform.htm>

13. I am able to see the “Edit” button in my view. Am I able to modify a PD or related documents in the HR CARDS?

The HR Specialists share the same view as the classifiers hence you will see the “Edit” button on your view. The HR CARDS project team are the only users of HR CARDS that are able to upload, edit, and remove documents from the library. Your access will be denied when clicking on the “Edit” button. If you require changing the content of the documents please contact the HRSS via submitting a WiTS form.

WiTS (OHR Only): <http://wits.od.nih.gov/>

Web Form (Non OHR): <https://intrahr.od.nih.gov/helpdeskform.htm>

14. I see an “ADD New” button in my view; can I add a new document to the HR CARDS?

15. The HR Specialists share the same view as our classifiers hence you will see the “Add New” button on your view. The HR CARDS project team are the only users of HR CARDS that are able to upload, edit, and remove documents from the library. Your access will be denied when clicking on the “Edit” button. If you require changing the content of the documents please contact the HRSS via submitting a WiTS form.

Web Form (All NIH customers): <https://intrahr.od.nih.gov/helpdeskform.htm>

WiTS (Preferred for OHR customers): <http://wits.od.nih.gov/>

16. How can I get to the HR CARDS Tutorial?

Once you access the HR CARDS home page, click on the “HR CARDS Help” link on top of the page. Scroll down to find the “HR CARDS online Tutorial” link.

OR

It's available to NIH staff on the HR Intranet. [View the User Guide and Tutorials.](#)

17. How can I get to the HR CARDS User Guide?

Once you access the HR CARDS home page, click on the “HR CARDS Help” link on top of the page. Scroll down to find the “HR CARDS User Guides” link.

Or

It's available to NIH staff on the HR Intranet. [View the User Guide and Tutorials.](#)

18. Who should I contact if there is a problem with the content of the document in the HR CARDS?

You can contact HRSS help desk via:

WiTS (OHR Only): <http://wits.od.nih.gov/>

Web Form (Non OHR): <https://intrahr.od.nih.gov/helpdeskform.htm>

Email: hssystemssupport@od.nih.gov

Phone: 301-451-1436

19. Who should I contact if I need to upload a PD?

The HR CARDS library contains all NIH standard PDs. The IC specific PD library will be available to the NIH users in a near future.

WiTS (OHR Only): <http://wits.od.nih.gov/>

Web Form (Non OHR): <https://intrahr.od.nih.gov/helpdeskform.htm>

Email: hssystemssupport@od.nih.gov

Phone: 301-451-1436

20. Are all HR CARDS PDs Classified?

PDs in HR CARDS are standard PDs. When a PD is downloaded and submitted to HR for use, the HR Specialist is responsible for reviewing the PD and confirming that the PD is accurate and appropriate for the position being filled. When the HR Specialist

completes block 21 of the OF-8 and signs as “Classifier”, the PD is considered “Classified.”

21. Must I Use the Career Ladders in HR CARDS?

Most of the positions in HR CARDS are career ladders. You are not required to use the complete career ladder when using PDs from HR CARDS. For example, if a position has a career ladder of GS-5 to GS-12, you could use just the GS-7, 9, and 11 PDs if the position you are recruiting for has an FPL of GS-11, and the career ladder is GS-7 to GS-11. You can use any combination of PDs in the career ladder – in this case, GS-5, 7, 9, or GS-9, 11, or GS-11, 12, or any other combination that reflects the position you are recruiting for. Furthermore, you may use any PD in any of the career ladders as a stand-alone PD.

22. Must I Use the Job Analyses in HR CARDS?

HR Specialists may use either the job analysis provided in HR CARDS or they may edit the job analysis or create one for their use.

23. What are the Requirements for Making Minor Changes to the PD?

When minor changes such as introductory statements or position location need to be made to a standard PD from HR CARDS, it is not necessary to re-classify the position. Just insert the information in the standard PD and use the PD as is.

24. What are the Requirements for Customizing a PD?

When you change a standard PD to reflect additional major duties, you are responsible for classifying the newly updated PD. This includes anytime you use the standard PD as a sample or a template for developing a position description. Once the PD has been customized to describe the requirements of the position, it is the HR Specialist's responsibility to revise the evaluation and job analysis to reflect the changes in the PD, even if the grade of the position has not changed.

25. May I Use the HR CARDS PD if the Title I want is Different?

Usually different titles mean different duties and responsibilities. Check with a member of the Classification Unit if you think your position is the same as the one in HR CARDS despite having a different title.

26. What Should I do with the Evaluation Statement?

Evaluation Statements should be signed. Evaluation Statements should always be printed out and put in the PD book along with the PD, as you would with an evaluation for any other position.

27. What Should I do with the OF-8?

The OF-8 is filled out and signed by the supervisor and the HR Specialist. The HR Specialist initials and dates block 15d. Block 22 must indicate the position classification standards used to classify position. Note: this can be found on the evaluation statement. Block 24 should document that the position description is a standard HR CARDS PD.

28. How can a PD Key Number help me?

A PD Key Number will expedite searching for your commonly used PDs by an identifiable number. This is another way you can refer your PD to your hiring manager and/or HR Specialist.